



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT DIVISION CHIEF, ASSESSOR/ RECORDER/COUNTY CLERK

Class No. 003602

■ CLASSIFICATION PURPOSE

To assist management in the administration, supervision, and coordination of a division in the Assessor/Recorder/County Clerk's Office; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Assistant Division Chief, Assessor/Recorder/County Clerk is allocated only to the Assessor/Recorder/County Clerk's Office to assist a Division Chief I, Division Chief II, Chief Deputy, or other management class with the administration, coordination and supervision of a division or activity of the Assessor/Recorder/County Clerk such as: exemption, input controls, valuation records, cadastral mapping, document recording and non-judicial County Clerk functions. Incumbents act in the absence of the division head.

■ FUNCTIONS

**The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Assists in planning and coordinating the work activities of an organizational unit.
2. Assists in administering departmental policy.
3. Assists in establishing methods and standards of performance.
4. Reviews the work of subordinates.
5. Solves complex operational problems.
6. Assists in directing divisional operations and training new employees.
7. Coordinates with other divisions, departments and agencies.
8. Prepares correspondence and reports.
9. Reviews legislative changes and legal provisions for impact on existing policies and programs.
10. May act in absence of Division Chief.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Personnel management, supervision and training techniques.
- Policies and procedures of the Assessor/Recorder/County Clerk.
- The mission and goals of the Assessor/Recorder/County Clerk.
- Sections of the California Revenue and Taxation Code pertinent to the Assessor/Recorder/County Clerk.
- Assessment roll or document recording requirements and procedures.
- Automated information systems related to the property tax system or document recording.
- The function of other divisions and departments associated with property tax and real estate programs.
- Legal terminology related to the functions of the Assessor/Recorder/County Clerk.

- Real estate documents and terminology.
- Operation/program budget development, monitoring and administration.
- Data processing terminology and procedures.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in the planning and management of a departmental unit or program.
- Supervise, coordinate, and administer activities of a division including training programs.
- Analyze and interpret complex technical documents and publications.
- Explain complex rules, laws and policies to others.
- Organize and analyze information collected and prepare reports.
- Develop and implement policy and procedure manuals.
- Devise, implement, and monitor data collection systems.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Two (2) years of supervisory experience coordinating activities associated with county official record production or the assessment roll, including interpretation and application of the California revenue and taxation codes, government and civil codes, and health and safety codes in a California County Assessor/Recorder/County Clerk's Office.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: June 25, 1086**  
**Retitled and revised: October 25, 1996 (formerly Assistant Division Chief Assessor)**  
**Revised: January 30, 2002**  
**Reviewed: Spring 2003**  
**Revised: June 14, 2004**

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Assistant Division Chief, Assessor/Recorder/County Clerk (Class No. 003602)

Union Code: MM

Variable Entry: Y